

# Personnel Issues & You

**UPPS Newsletter 2007-7**

**November 2007**

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## **Message From the Director:**

The Personnel Cabinet has completed the move to the State Office Building. The new physical address is:  
**501 High Street, Frankfort, KY 40601.**

Offices/Departments are located as follows:

1<sup>st</sup> Floor: Office of Human Resource Planning & Diversity Initiatives, Division of Staffing Services

2<sup>nd</sup> Floor: Dept for Employee Insurance

3<sup>rd</sup> Floor: Office of the Secretary, Office of Legal Services, Office for Employee Relations, and the Dept for Personnel Administration (Division of Employee Management and Division of HR Projects).

You can find an updated Cabinet Directory at the end of this issue. Please note that though most of our main phone numbers remained the same, employees do have new extension numbers.

We are also making great progress on the KHRIS Project as we are nearing the end of the "To-Be" workshops. I would like to extend my thanks to all of those taking time away from their busy schedules to attend these workshops as well as those that are covering for those in attendance. Your dedication is appreciated and will be sure to payoff. I will continue to share information as further progress and decisions are made.

As always if you ever have any questions and/or concerns, please feel free to contact me.

Thank you,



**Commissioner**  
**Carla Hawkins**  
**Department for Personnel**  
**Administration**

**Secretary**  
**Brian J. Crall**  
**Personnel Cabinet**

**Director**  
**Mary Elizabeth Harrod**  
**Division of Employee**  
**Management**

**New KECC Forms:**

In an effort to gain support from new employees missed during the regular campaign as well as retain the support of employees retiring, KECC has two new forms!

-The New Employee Pledge Form is now available and will soon be distributed to agency personnel administrators/payroll officers to be provided to new employees during their orientation.

-The Retiree Pledge Form will soon be emailed to all agency personnel administrators/payroll officers as an attachment to be printed and provided to retiring employees upon notification of their retirement.

\*Instructions will be provided for both forms.

If you have questions regarding the receipt and distribution of these forms please contact Stephanie Carpenter at [StephanieL.Carpenter@ky.gov](mailto:StephanieL.Carpenter@ky.gov) or at (502) 564-6616. For questions regarding the employee contributions and/or the processes thereof please contact the KECC Administrator, United Way of KY's, Terry Tolan and/or Kevin Middleton at (502) 292-5343.

**Employee Handbook:**

The Employee Handbook has been updated and is available on the Personnel Cabinet's website for review!

<http://personnel.ky.gov/stemp/emphb/default.htm>

## Processing & Records

**EEO Categories (Race Fields):**

The new race fields described in the March/April issue of "Personnel Issues & You" are now available for use on the current Personnel Action (P1) form in section 5. A new P1 form will not be printed, but the employment application has been revised to include these selections. They are as follows:

- 0.) White,
- 1.) Black or African American,
- 2.) Hispanic or Latino,
- 3.) Asian,
- 4.) American Indian or Alaskan Native,
- 5.) Other,
- 6.) Native Hawaiian or other Pacific Islander, and
- 7.) Two or more races.

**Changing Employee Status/From Merit to Federally-Funded Time Limited (FFTL):**

In order to change an employee's status an employee must be resigned from the merit position and be appointed to a Federally-Funded Time Limited (FFTL) position. Simply changing the status field (Item #28) on the P1 affects an employee's merit status which cannot be done in this manner.

**Correcting Actions:**

Effective immediately, correcting of all actions going back more than two pay periods (without a Board or Court Order) must be submitted in writing to MEH, Director, Division of Employee Management for prior approval before initiating the action(s) in CICS. All requests will be reviewed for approval by the Director, DEM and General Counsel for the Personnel Cabinet on a case by case basis.

## 6.11 Transferring Months of Service Form

### TRANSFERRING MONTHS OF SERVICE/LEAVE BALANCES WITH NO BREAK IN SERVICE

Going From	Going To	Months of Service		Leave Balances	
		Yes	No	Yes	No
Teachers' Retirement	Executive Branch	X		X	
PVA	Executive Branch	X		X	
Administrative Office of the Courts (AOC)	Executive Branch	X		X (except for Comp time)	
Board of Education	Executive Branch (only if going to Department of Education)	X		X (Sick leave only)	
Board of Education	Workforce Development Cabinet – if to 151B – Dept. for Adult & Tech. Education	X		X (Sick leave only)	
Unified Prosecutorial	Executive Branch	X		X	
Legislative Research Commission	Executive Branch	X		X (except for Comp time)	
KCTCS *	Executive Branch or to 151B	X			X
Chapter 16 (Trooper)	Executive Branch	X		X	
Executive Branch	Executive Branch	X		X	
Colleges or Universities	Executive Branch		X		X
County or City Government	Executive Branch		X		X
Kentucky Housing Corporation	Executive Branch		X		X
Local Health Departments	Executive Branch		X		X
Returning Retirees	Executive Branch		X		X
151B	Executive Branch	X		X	
Executive Branch	151B	X		X	
Ky Retirement System HB 461 (To and From)	Executive Branch To and From	X		X	

**Note:** Since we do not process P-1 actions on Teachers' Retirement, PVA, AOC or Board of Education, agencies will need to call them to get the information. If there is a break in service, then employees would be paid for their annual and comp (up to the max). If an employee is coming from Unified Prosecutorial System, then agencies would need to contact this agency for their months of service and leave balances since this is not stored on the payroll file.

\*KCTCS only up to July 1, 1998.

## **Making Corrections to 2007 W-2's:**

As year end is approaching, it is not too soon to begin clearing up any problem files. We suggest the following steps to make certain your employees' W-2s for 2007 are correct:

Check the W-2 One-line Error Report (PERW2LN1 on Document Direct). This report will show employees who have potential W-2 errors, with a description of the problem that is triggering the report.

Compare your company's QEHSS, the Social Security Quarterly Report, and your documents (including SAS 27s and Refunds on Payroll) for all adjustments made in 2007. All three sources should concur. This is the best way to make certain every manual transaction you have completed this year is reflected on your employees' W-2s. The easiest way to do this search, if you have a large agency or a large number of documents to check, is to open the QEHSS and do a search for ADJ. For each SAS 27 and Refund on Payroll form updated, you should find an adjustment on the employee's record with ADJ to the left-hand side. Once you have checked all of your ADJs, do a search for 3XX. For each pretax refund and other similar adjustments, you should see 3XX to the left-hand side. This search is most easily done if you have your documents (SAS 27s, ROPs, pretax refund documentation, etc.) in Social Security Number order, as that is the order in which the QEHSS is arranged. When you come to an item (an ADJ or 3XX), you should have a document on hand to support the adjustment, and the item should also show on the Social Security Quarterly Report. If you have any manual documents that are not reflected on the QEHSS, it means you probably did not update it and need to do so. For questions regarding the Social Security Quarterly Report, please contact Connie Eggen at (502) 564-6913 or James Driver at (502) 564-6888.

## **Adverse Weather Reminder:**

We are heading into the time of year when we see the highest incidence of Adverse Weather Leave taken. In light of this, we would like to provide a few reminders about Adverse Weather Leave.

Adverse Weather Leave may be taken when inclement weather arises or threatens to arise. Supervisors are encouraged to allow employees to use Adverse Weather Leave when appropriate, but it is at the agency's discretion whether or not to allow Adverse Weather Leave. An employee on prearranged annual, compensatory, or sick leave shall charge leave as originally requested.

It is important to remember that 921 is only used for tracking purposes and does not create a pay transaction. When an employee uses Adverse Weather Leave, the 921 code for Adverse Weather should be keyed concurrent with 700 transaction hours. This results in the hours for salaried employees being reported correctly for accrual purposes, and it causes the system to pay hourly employees for those hours. For hourly employees, if 700 hours are not keyed concurrently with the 921 hours, the employee will not be paid for those hours.

When an employee is using Adverse Weather Leave in lieu of his or her own paid leave, it should be reflected on the timesheet as Adverse Weather Leave used and it is a positive transaction. When it is keyed into PTL, it will increase the year-to-date 921 hours on the employee's J screen in POPY. When the employee makes up Adverse Weather Leave, it should be shown on the timesheet as a negative transaction and described as "Adverse Weather Leave Make Up." Make up hours should not be keyed through PTL. They must be keyed through Payroll Online Transactions (POT) in CICS as a 921 transaction, using option 3 from the POT menu in CICS. The transaction in POT will be read as a negative transaction and will reduce the employee's year-to-date 921 hours total.

Employees have four months from the date of each event in which to make up Adverse Weather Leave taken. At the end of the four month period, if any time is not made up, the outstanding hours must be charged to annual or compensatory leave and those balances reduced, or the hours must be charged to leave without pay if insufficient annual and compensatory time are available. Upon transfer to another agency or termination, an employee's Adverse Weather Leave balance shall be charged to annual or compensatory leave, or leave without pay.

The text of the Classified Leave Administrative Regulations, including Section 10, Absences Due to Adverse Weather, is available on the Personnel Cabinet website at <http://personnel.ky.gov/info/empregs/kar102.htm#section10>. PERUPPDQ, the Adverse Weather Leave report, is available on Document Direct. Payroll officers should monitor Adverse Weather Leave balances on this report. All outstanding balances must be charged to leave or leave without pay when the four month period for make up is over.



# Upcoming Payroll Schedules

## November 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 OCT 16-31 Manual pay & health ins. update	2 OCT 16-31 Manual pay & health ins. update	3
4	5 OCT 16-31 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	6 OCT 16-31 Manual pay update files go down at 1:00 and remain down. <b>RUN PAYROLL</b>	7 OCT 16-31 No Update	8 OCT 16-31 Update/ health ins.	9 OCT 16-31 Update/ health ins.	10
11	12 OCT 16-31  <b>STATE HOLIDAY VETERAN'S DAY</b>	13 OCT 16-31 Update/ health ins. Last day p1's can be approved for supp payroll	14 OCT 16-31 Update – files go down at 1:00 & remain down. <b>RUN SUPP PAYROLL</b> Update after supp with p1's only.	15 OCT 16-31 <b>PAYDAY</b> * Manual pay & health ins. update For NOV 1-15	16 NOV 1-15 Manual pay & health ins. update	17
18	19 NOV 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	20 NOV 1-15 Manual pay Update. Files go down at 1:00 and remain down. <b>RUN PAYROLL</b>	21 NOV 1-15 No Update	22 NOV 1-15  <b>STATE HOLIDAY THANKSGIVING</b>	23 NOV 1-15  <b>STATE HOLIDAY THANKSGIVING</b>	24
25	26 NOV 1-15 Update/ health ins.	27 NOV 1-15 Update/ health ins.	28 NOV 1-15 Update/ health ins. Last day p1's can be approved for supp payroll	29 NOV 1-15 Update – files go down at 1:00 & remain down. <b>RUN SUPP PAYROLL</b>	30 NOV 1-15 No Update  <b>PAYDAY</b>	

**\*\* Due to holidays we will update on the 14<sup>th</sup> and the 15<sup>th</sup>**

## December 2007 - Subject to change

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 NOV 16-30 Manual pay & health ins. update	4 NOV 16-30 Manual pay & health ins. update	5 NOV 16-30 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	6 NOV 16-30 Manual pay update files go down at 1:00 and remain down. <b>RUN PAYROLL</b>	7 NOV 16-30 No Update	1 8
9	10 NOV 16-30 Update/ health ins.	11 NOV 16-30 Update/ health ins.	12 NOV 16-30 Update/ health ins. Last day p1's can be approved for supp payroll	13 NOV 16-30 Update – files go down at 1:00 & remain down. <b>RUN SUPP PAYROLL</b> Update after supp with p1's only.	14 NOV 16-30 Manual pay & health ins. Update for Dec 1-15  <b>PAYDAY</b>	15 Manual pay update Dec1-15
16	17 DEC 1-15 Manual pay update files go down at 4:00 and remain down. <b>RUN PAYROLL</b>	18 DEC 1-15 Update/ health ins.	19 DEC 1-15 Update/ health ins. Last day p1's can be approved for supp payroll	20 DEC 1-15 Update – files go down at 1:00 & remain down. <b>RUN SUPP PAYROLL</b> Update after supp with p1's only.	21 DEC 1-15 No Updates  <b>PAYDAY</b>	22
23	24 DEC 1-15  <b>STATE HOLIDAY Have a safe and happy holiday CHRISTMAS</b>	25 DEC 1-15  <b>STATE HOLIDAY Have a safe and happy holiday CHRISTMAS DAY</b>	26 DEC 1-15  <b>DO NOT ENTER PAYROLL</b> Clear old year files	27 DEC 1-15  <b>DO NOT ENTER PAYROLL</b> Clear old year files	28 DEC 1-15  <b>DO NOT ENTER PAYROLL</b> Clear old year files	29
30	31 DEC 1-15  <b>STATE HOLIDAY Have a safe and happy holiday NEW YEARS EVE</b>					

## Career Opportunities System (COS) Reminders

### **Vacant Positions**

Last day to enter a position to post on November 9	November 8, 2007
Last day to post a vacant position	November 9, 2007
Posted positions closing November 19 certified to agencies by (COB)	November 20, 2007

### **Immediate Fill Registers**

Last day to request an Immediate Fill register	November 16, 2007
Personnel Cabinet will receive & fill an Immediate Fill request on	November 19, 2007
Agency will receive the certified Immediate Fill register requested on the 19 <sup>th</sup> by (COB)	November 20, 2007

**Staffing Services Offices CLOSED**  
**Staffing Services Offices CLOSED**

November 20  
November 21

### **COS ENHANCEMENTS TO THE HIRING PROCESS:**

The Personnel Cabinet is preparing to launch a new on-line recruitment system, Career Opportunities System (COS), this month. COS will benefit applicants, Commonwealth agencies, and the Personnel Cabinet in the following ways:

COS will allow Applicants to:

- Create, View, and Update their employment application and personal information on-line
- Apply for vacant positions via the Internet 24/7 eliminating the need to travel to Frankfort
- Electronically search for job vacancies and be notified by e-mail of vacancies for which they may want to apply

COS will allow Agencies to:

- Develop job postings which target specific knowledge, skills, and abilities they are looking for in an applicant
- Receive requisitions (formerly registers) consisting of qualified, interested applicants
- View applicant's information on-line. Requisitions can be e-linked to hiring managers. Personnel Administrators will no longer have to print out and mail applications to managers
- Conduct electronic searches of applicant information for desired/required skills, education, and experience
- Have on-line approval functionality for the hiring process

COS will allow the Personnel Cabinet to:

- Work closely with the hiring agencies to develop job postings which target specific knowledge, skills, and abilities that agencies are looking for in a candidate
- Continue to qualify candidates for job classifications
- Have the ability to conduct an electronic search of candidate information based on desired/required skills, education, and experience to produce a better register of candidates for the requesting agency
- Have expanded reporting ability

The Personnel Cabinet is notifying state employees and all other applicants prior to the start date for the Career Opportunities System.



**PERSONNEL CABINET TELEPHONE LISTING, NOVEMBER 2007**

**OFFICE OF THE SECRETARY, 3<sup>rd</sup> Floor (4-7430)**  
 Secretary Brian J. Crall, Sonja Cox, x 46791  
 Deputy Sec. Wayne Harman, Clyda Henderson, x 46798

**OFFICE OF ADMINISTRATIVE SERVICES, 3<sup>rd</sup> Floor (4-7430)**  
**EXEC DIRECTOR'S OFFICE ADMINISTRATIVE SERV.**  
 Burr Lawson, Walt Gaffield, x 46749  
 Suzette Gash, 46738 Rachel Jackson, x 46740  
 Natalie Jackson, x 46762  
 Sherry Kefauver, x 46750  
 Elinda Manley, x 46758

**OFFICE OF LEGAL SERVICES**  
**EXEC DIRECTOR'S OFFICE, 3<sup>rd</sup> Floor (4-7430)**  
 Tom Stephens, Joe Cowles, x 46804  
 Dinah Bevington, x 46780 Rebecca Greenwell, x 46773  
 Sue Britton, x Tanya Lawrence, x 46783

**OFFICE OF INSPECTOR GENERAL**  
**EXEC DIRECTOR'S OFFICE, 3<sup>rd</sup> Floor (4-7430)**  
 Sam Hawkins, Scott McKenzie, x 46770  
 Steve O'Daniel, x 46781

**OFFICE FOR EMPLOYEE RELATIONS**  
**EXEC DIRECTOR'S OFFICE, 3<sup>rd</sup> Floor (4-7911)**  
 Robert Schmidt, Scott Gasser, x 46814  
 Mary Hook, x 46816 Lee Cowherd x 46811  
 Mary Greenwell, x 46815

**DIVISION OF EMPLOYEE BENEFITS**  
 3<sup>rd</sup> Floor  
**WORKERS COMPENSATION** **LIFE INSURANCE**  
 (4-6847) 888-860-0302 (4-4774) 800-267-8352  
 Jeffrey Hockensmith, x 46642 Sharon Spencer, x 45599  
 Matthew Hutcherson, x 46645 Gaye Adcock, x 45591  
 Valerie McGraph, x 46648 Michele Ellis, x 45592  
 Jennifer Mink, x 46650 Melinda Giles, x 45593  
 Paula Spicer, x 46654 Joe Hughes, x 45595  
 Melissa Tillman, x 46655 Jeri Payton, x 45596  
 Kim Quinn, x 45598

**RETURN TO WORK**  
 (4-0348)  
 Donna Shelton, x 46625  
 Vickie Smitha, x 40348

**DIVISION OF EMPLOYEE SERVICES & RECOGNITION**  
**DIRECTOR'S OFFICE, 3<sup>rd</sup> Floor (4-3433), 866-725-5463**  
 Darlene Stewart, x 45953

**EMP ASSISTANCE** **WORKPLACE RELATIONS**  
**BUSH BLDG (4-5788)** Linda House Patrick, x 45974  
 800-445-5327 Tina Goodman, x 45973  
 Zack Culver, x 225  
 Trina Koontz, x 223  
 Kim Ramsey, x 224  
 Rebecca Waddle, x 221

**EMPLOYEE RECOGNITION**  
 Debbie Bohannon, x 45954  
 Mandi Flynn, x 45955

**OFFICE OF GOVERNMENTAL SERVICES CENTER**  
 @ Kentucky State University, 400 East Main Street  
 Academic Services Bldg - 4 W, Frankfort, KY 40601  
 Main Number: 502/564-8170 or 564-7455

**EXEC DIR'S OFFICE** **TRAINING & EMPLOYEE DEVELOPMENT**  
 Penny Armstrong, Jeanne Olivas, x 243  
 Esteva Caise Draggs, x 224 Kimberly Byones, x 245  
 Shilpa Danda, x 257 Katy Cave, x 253

**PERFORMANCE MGMT**  
 (564-3090)  
 Johnny Keene, x 225 Stan Riley, x 237  
 Regina Edington, x 259 Jon Samokar, x 254  
 Regina Gravitt, x 260 Rick Schad, x 236  
 Donna Simpson, x 223

**ORGANIZATIONAL DEVELOPMENT & SPECIAL PROJECTS**  
 David Finley, x 256 Tim Anderson, x 247  
 Wes Swarner, x 227 Wendy Campbell, x 235  
 Jamille Smith, x 238

**OFFICE OF HUMAN RESOURCE PLANNING & DIVERSITY INITIATIVES**  
**EXEC DIRECTOR'S OFFICE, 1<sup>st</sup> Floor (4-8000)**  
 Mary Stoddard, Colene Elridge, x 46869  
 Neeka Parks Thompson, x 45313 Amy Ernest, x 45305

**DIVISION OF EQUAL DIVISION OF DIVERSITY**  
**EMPLOYMENT OPPORTUNITY RELATIONS**  
 Arthur Lucas, x 45304 Angela Elder, x 45302

**KY PUBLIC EMPLOYEES DEFERRED COMP AUTHORITY**  
 101 SEA HERO ROAD, SUITE 110 (573-7925) 800-542-2667  
[persdeferredcomp@ky.gov](mailto:persdeferredcomp@ky.gov)

**EXEC DIR'S OFFICE** **INVESTMENT & RECORDS**  
 Robert C. Brown Sandi Whitaker  
 Pat Goodlett Leanne Barger  
 Chris Helvey Diane Collins  
 Neal Lanham Amanda Hansel  
 Claudia Morton Barbara Hedrick  
 Connie Smith Amy Mosby  
 Susan Pardi

**PAYOUT COUNSELING** **PARTICIPANT SERVICES**  
 Eric Simpson Jean Henning  
 Julie Gordon Sandra Baker  
 Julia Holbrook Floyd Boler  
 Kelley Peach Nida Clary  
 April Smyth Carrie Howard  
 Kristey Warfield Donna Towles

**DEPARTMENT FOR PERSONNEL ADMINISTRATION**  
**COMMISSIONER'S OFFICE, 3<sup>rd</sup> Floor (4-7571)**  
 Carla Hawkins, Tonya Smith, x 47571  
 Barbara Barnes,

**DIVISION OF EMPLOYEE MANAGEMENT**  
**DIRECTOR'S OFFICE, 3<sup>rd</sup> Floor (4-6464)**  
 Mary Elizabeth Harrod, x 46619 Stephanie Carpenter, x 46616  
 Larry Gillis, 46618 Myrissa Patton, x 46624

**PROCESSING & RECORDS** **CLASS & COMP (4-5300)**  
 (4-6873) Jim Lambert, x 46832  
 Carolyn Bruce, x 46657 Peggy Brady, x 46819  
 Pam Brookman, x 46656 Carla Gray, x 46825  
 Lisa Case, x 46665 Phyllis Harris, x 46826  
 Sandra Darneal, x 46666 Vickie Hatchel, x 46831  
 Dena McGuire, x 46669 Dawn Moreland, x 46851  
 Mike Rice, x 46672 Terry Sullivan, x 46859  
 Paula Round, x 46670 Mark Thompson, x 46865

**PAYROLL (4-6883)**  
 Yvonne Richmond, x 46718  
 Karen Blackburn, x 46701  
 Gail Cooper, x 46709  
 Shannan Goodrich, x 46711  
 Greg McGaughey, x 46714  
 Dana Pitcock, x 46715



# PERSONNEL CABINET TELEPHONE LISTING, NOVEMBER 2007

## DIVISION OF STAFFING SERVICES DIRECTOR'S OFFICE, 1<sup>st</sup> Floor (4-6920)

Barbara Barnes,  
Martha Sherrow, x 45191

Rebecca Billings, x 45190  
Phillip Franz, (4-8030) x 45299

### APPLICANT PROCESSING (4-8030)

Denise Jones, x 45225  
Jena Brawner, x 45221  
Dorothy Burton, x 45222  
Denice Driver, x 45223  
Lisa Shelton, x 45240  
Becky Singleton, x 45248  
Flo Warner, x 45264  
Theresa Wood, x 45266

### EMPLOYMENT COUNSELING (4-8030)

Karen Neeley, x 45291  
Shona Alderson, x 45268  
Claude Anderson, x 45269  
Todd Baggarly, x 45270  
Scotty Barker, x 45271  
Linda Brown, x 45272  
Carolyn Gray, x 45275  
Debbie Hatfield, x 45298  
Mark Kennedy, x 45295  
James Mason, x 45281  
Rose Nipp, x 45292  
David Onkst, x 45293  
Maureen Travers, x 45294

### STAFFING ANALYSIS (4-8030)

Katharine Barber, x 45146  
Stuart Clark, x 45148  
Marilyn Marshall, x 45276  
Roger Riddell, x 45150  
Peggy Smith, x 45161

### REGISTER, (4-8030)

Rick Davis, x 45197  
Roberta Brownlee, x 45192  
Cheri Chambers, x 45195  
Sharen Fogle, x 45202  
Kay Goodwin, x 45203  
Sharon Smither, x 45207  
Kay Wallace, x 45214  
Lucy Wheeler, x 45220

## DIVISION OF HUMAN RESOURCE PROJECTS DIRECTOR'S OFFICE, 3<sup>rd</sup> Floor (4-4690)

Brenda Brown,

### KHRIS PROJECT (4-4690)

Michele Kays, x 46584  
Chris Cunningham, x 45919  
Toni Donoho, x 46561  
Latonia Dooley, x 46577  
Lisa Jeffrey, x 46713  
Steve King, x 46562  
James Koontz, 46599  
Dera Lindsay, x 45588  
Connie Page, 46585  
Emily Parr, x 46600  
Beth Rangel, x 46603  
Brandon Short, x 46604  
Angie Taulbee, x 47107  
Debra Weber, x 45589  
David White, x 46700  
Laurie Wilson, x 46579

### IDMS

Mike King, x 45906  
Mike Chojnacki x 45908  
James Mitchell x 45907

### CONTRACTORS

Payal Dhawan, 45985  
Anne Marie Diemert, x 46494  
Rhea Evans, x 45990  
Richard Gee, 46689  
Sandya George, x 45991  
Eric Herron, x 45992  
Scot Holliday, x 45993  
John Jacobson, x 45994  
Brent McGillberry, x 46196  
Randy Meek, x 45583  
Venkat Montedri, x  
Rod Rayment, x  
Brian Samples, 46694  
Patricia Schaffer, 46695  
Larry Sekel, x 46448  
Rajan Shetye, x  
Jeff Stoddard, x 46531  
John Tancreto, x 46537  
Cheryl Teel, x 46549  
Glen Tuggle, x 45583  
Bill Whitham, x 46552

### SPECIAL PROJECTS (1<sup>st</sup> Floor, 4-8030)

Kimberly Roush, x 45139  
Randy Denney, x 45121  
Kimberly Hatter, x 45124  
Robbie Perkins, x 45127  
Neil Popplewell, x 45140  
Rebecca Whitaker, x 45144

### SYSTEMS MANAGEMENT (4-0198)

Lisa Rowe, x 45935  
George Gamble, x 45944  
Travis Humphries, x 45920  
Jason Ritter, x 45925  
James Ross, x 45928  
Jason Rowland, x 45918  
Susan Stinnett, x 45936  
Beverly Wilhoite, x 45943

## DEPARTMENT FOR EMPLOYEE INSURANCE (DEI) COMMISSIONER'S OFFICE, 2<sup>nd</sup> Floor (4-0358)

Christine Wilcoxson,  
Eric Poston, x 45506  
Betsy Johnson, x 45492  
Sharley Hughes, x 45488  
Tammy McNew, x 45494

Wellness Works Kentucky  
(4-0358)  
Christy Brooks, x 45529

## DIVISION OF INSURANCE ADMINISTRATION DIRECTOR'S OFFICE (4-0358)

Reina Diaz-Dempsey,

### MEMBER SERVICES (4-6534)

888-581-8834  
Christie Burkhead, x 45610  
Sherry Davis, x 45611  
Merla Graves, x 45626  
Lynn Jones, x 45654  
Clara Serafini, x 45643

### ENROLLMENT INFORMATION (4-1205)

Nancy Knight, x 45530  
Kim Collins, x 45532  
Kimberly Dennis, x 49638  
Mamatha Kotha, x 45554  
Philip Luckett, Sr., x 45534  
Teresa Shipley, x 45545  
Jeffrey Wiley, x 45556  
Christina Winans, x 45558

## DIVISION OF FINANCIAL & DATA SERVICES DATA ANALYSIS (4-7101) FINANCIAL MANAGEMENT (4-9097)

Cindy Stivers, x 46730  
Kathy Canon, x 46731  
Paula Chisholm, x 46723  
Bruce Cottew, x 46732  
Vickie Poole, x 46724

Cindy Thomas, x 45710  
Annette Berry, x 45666  
Lori Elder, x 45667  
Beth Gebhart, x 45713  
Lea Howard, x 45668  
Michelle James, x 45669  
Michael Kolokowsky, x 45719  
Lisa Momenpour, x 45676  
Shellie Ott, x 45681  
Alexa Perry, x 45682  
Brenda Roark, x 45699  
Jonathan Smith, x 45683  
Irma Turner, x 45685  
Brenda Wilson, x 45694

## DIVISION OF SPECIAL PROGRAMS FLEXIBLE BENEFITS (4-0350) EMPLOYEE HEALTH INSURANCE WELLNESS (4-0358)

Donna Cordier, x 45601  
Debbie Fraley, x 45602  
Mae Green, x 45603  
Hannah Stanfield, x 45608

Cindy Dempsey, x 45518  
Jerry Jones, x 45527

Class & Comp (3 <sup>rd</sup> Flr) .....	FAX 564-0222
Deferred Comp .....	FAX 573-4494
DEI Commissioner/Member Services (2 <sup>nd</sup> Flr) ..	FAX 564-5278
DEI Enrollment Information (2 <sup>nd</sup> Flr) .....	FAX 564-1085
DEI Financial Management (2 <sup>nd</sup> Flr) .....	FAX 564-0715
DEI Flexible Benefits Branch (2 <sup>nd</sup> Flr) .....	FAX 564-0364
Employee Management, Dir's Office (3 <sup>rd</sup> Flr) ..	FAX 564-1823
Employee Relations (3 <sup>rd</sup> Flr) .....	FAX 564-4311
Governmental Services Center (KSU) .....	FAX 564-2732 / 564- 8056
KHRIS Projects (3 <sup>rd</sup> Flr) .....	FAX 564-1507
KEAP (Bush Building) .....	FAX 564-5189
Life Insurance (3 <sup>rd</sup> Flr) .....	FAX 564-4034
Personnel Admin., Comm's Off. (3 <sup>rd</sup> Flr) .....	FAX 564-9249
Processing & Payroll (3 <sup>rd</sup> Flr) .....	FAX 564-5826
Performance Mgmt (KSU) .....	FAX 564-2675
Secretary's Office (3 <sup>rd</sup> Flr) .....	FAX 564-7603
Staffing Services (Director's Office) (1 <sup>st</sup> Flr) ....	FAX 564-3588
Staffing Services (Register) (1 <sup>st</sup> Flr) .....	FAX 564-5414
Staffing Services (Emp. Counseling) (1 <sup>st</sup> Flr) ...	FAX 564-0512
Systems Management (3 <sup>rd</sup> Flr) .....	FAX 564-2274
Workers Comp (3 <sup>rd</sup> Flr) .....	FAX 564-9119
Canteen (1 <sup>st</sup> Flr) .....	227-2279
Facilities Management - Jennifer Fey .....	330-3392 (cell)
Frankfort Police Department .....	502-875-8582
Frankfort City Emer (Amb, Fire & Police) .....	911 / 502-875-8500
Kentucky State Police (Frankfort Post) .....	502-227-2221 or
State Operator .....	800-222-5555 / 564-3130
Personnel Answer Line .....	564-8339/ 866-725-5463
Quick Copy .....	564-2670